



**XAVIER UNIVERSITY OF LOUISIANA
OFFICE OF DISABILITY SERVICES
SERVICE / EMOTIONAL SUPPORT ANIMAL REGISTRATION**

STUDENT (OWNER) INFORMATION

Request Date: ____/____/____ For Office Use:
Approved Date: ____/____/____

Name: _____ Student ID#: _____

Home Address: _____
CITY STATE ZIPCODE

Emergency Contact#: _____ XULA E-mail _____ DOB: ____/____/____

Lives on Campus? Yes ___ No ___ If yes, identify residence hall _____

Emergency Contact: _____ Contact# _____
NAME AND RELATIONSHIP

SERVICE ANIMAL INFORMATION

Dog Name: _____ Breed: _____ Color: _____ Gender: _____

Spayed / Neutered? Yes ___ No ___ License Tag#: _____ Rabies Tag# _____

Training Status: My dog is: Trained Service Animal _____ My dog is: Service Dog in training _____

Is the dog a service animal required because of a disability? Yes _____ No _____

What work or task has the dog been trained to perform? _____

EMOTIONAL SUPPORT ANIMAL INFORMATION

Type of Animal: _____ Animal Name: _____ Gender: _____

Breed: _____ Color: _____ Spayed / Neutered? Yes ___ No ___

License Tag#: _____ Rabies Tag# _____ Licensing State: _____

LICENSED VETERINARIAN INFORMATION

Veterinarian Name: _____ Office#: _____

Veterinarian Address: _____

Please attach a copy of the following Items:

- Photo (5x7) of approved animal
- Veterinarian verification of current vaccinations and statement certifying that animal is in good health and free of diseases.

Please refer to: CITY OF NEW ORLEANS CODE OF ORDINANCES Animal Laws – Louisiana SPCA
 @ <https://www.la-sPCA.org/file/ordinances.pdf>

Sec. 18-169. – **Rabies vaccination required.**
 Sec. 18-202. – **Cats or dogs brought from other places.**
 Sec. 18-227. – **Annual issuance of city dog or cat licenses** by licensed veterinarians.

Service / Emotional Support Animal Student (Owner) Responsibilities

- Service animal owner must have a disability as defined by the ADA.
- The service animal must be trained to do specific tasks for the qualified individual directly related to the individual's disability.
- The student should register with the Office of Disability Services; by registering students will have the ability through ODS to inform their professors in advance that they will have a service animal in the class, lab, etc.
- Service animals should wear some type of identification symbol, identifying the animal as a working animal, but not disclosing disability.
- All service animals must wear a harness, leash, or other tether, at all times outside of the handler's private quarters, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. When a leash or tether is not in use, the service animal must be otherwise under the handler's control (*e.g. voice control, signals, or other effective means*).
- A service animal in training must be accompanied by the trainer who is training the service animal and the animal must wear a leash, harness, or cape that identifies the animal as a service animal in training. If the trainer is a student, they must provide information about the overseeing training agency.
- Service animals in training and their trainers are expected to adhere to the responsibilities and requirements of trained service animals and their student (owner).
- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- Emotional support animals must be contained within the approved student's privately assigned residential area (room, suite, and apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness to leave the campus or use the restroom. Always carry equipment sufficient to clean up the animal's feces whenever the animal is brought outside to use restroom.
- Any emotional support animal left in a residential facility while the student (owner) is temporarily away attending classes for any length of time, must be housed in a crate. The student (owner) of the animal retains responsibility for the animal at all times.
- Approved animals **must not** be left overnight in Residential Halls to be cared for by another student. Animals must leave campus if the student (owner) leaves campus for a prolonged period, including overnight.
- Assuring that the approved animal does not unduly interfere with the routine activities of the University or cause difficulties for other members of the University community. The student (owner) and approved animal are both responsible for abiding by all applicable residential policies, including room inspections.
- Student (owner) must provide for the care necessary for the animal's well-being. This includes bathing, grooming, and other care procedures, including regular flea and tick treatments as needed.
- The student (owner) should ensure that the animal does not display any behaviors or noises that are disruptive to others, unless it's part of the service being provided to the student (owner).
- All animals must be housebroken, **puppy pads will not be permitted**.
- Official animal signage must be displayed on all external doors of the residence where a service or emotional support animal reside.

- Every academic year the student (owner) must renew their Service or Emotional Support Animal accommodation request.
- The student (owner) is responsible for the approved animal during a fire alarm, fire drill, or other building emergencies and /or natural disasters.
- In the case of an emergency, the University is not responsible for evacuating the animal. The student (owner) must have on file the name and contact information of an individual who could come to campus to remove the animal if needed within a reasonable amount of time. **This person must be identified during the approval process.**
- The student (owner) is financially responsible for the actions of the approved animal including bodily injury or property damage. The student (owner)'s responsibility covers, but is not limited to, replacement of furniture, carpet, windows, wall covering, etc. The student (owner) is expected to cover these costs at the time of repair and/or move-out. **The University shall reserve the right to bill the student (owner)'s account for unmet obligations. Final restitution costs will vary depending upon the original condition of the residence and other factors.**
- All roommates or suite mates of the student (owner) must sign a Roommate/Suite mate Acknowledgment Form allowing the approved animal to be in the residence with them. In the event that one or more roommates or suite mates do not approve, either the student (owner) and animal or the non-approving roommates or suite mates, as determined by the Office of Residence Education policy, may be moved to a different location.
- The student (owner) must notify the Office of Disability Services in writing if the approved animal is no longer needed or is no longer in residence. To replace an approved animal, the student (owner) must file a new accommodation request.
- The student (owner) is responsible for independently removing the approved animal's waste. Waste must be disposed in a sealed bag in designated areas. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside designated areas. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Outdoor solid animal waste must be picked up immediately and disposed of in a sealed plastic bag.
- The student (owner) is responsible for complying with local and state licensing laws for animal rights and student (owner) responsibilities. Approved animals must have an annual vaccination certificate and a statement regarding a clean bill of health from a licensed veterinarian on file with the Office of Disability Services. Dogs must have current vaccination against rabies and wear a vaccination tag.
- The student (owner) agrees to continue to abide by all other University policies. Any violation of the rules may result in immediate removal of the animal from the University and may be reviewed through the Student Conduct Process and the student (owner) will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the University premises for any reason, the student (owner) is expected to fulfill housing obligations for the remainder of the housing contract.
- Xavier University of LA reserves the right to request documentation showing that the animal has been licensed if applicable.
- All applicants should contact the **Louisiana SPCA Animal Control Office @ (504) 368-5191** to ensure compliance with local ordinances.

Signature: _____ **Date:** _____

My signature denotes that I have read, understand, and agree to my responsibilities as a service/emotional support animal owner. I understand that my accommodation can be suspended and/or revoked if I fail in my responsibilities.

Sec. 18-168. – Dogs and cats to be vaccinated. The owner or keeper of every dog or cat between three and four months old shall, at his expense, have such dog or cat vaccinated by a Louisiana-licensed veterinarian with rabies vaccine. Twelve months later, the animal shall be revaccinated. Thereafter, such dog or cat shall be revaccinated every 36 months by a licensed Louisiana veterinarian, under rules and regulations to be prescribed by the director. The veterinarian must provide the owner the date when the dog or cat must be revaccinated.

Sec. 18-169. – Rabies vaccination required. It shall be unlawful for any person to own, keep, maintain, harbor or possess any dog or cat in the city unless such dog or cat, if it is over four months old, is vaccinated with rabies vaccine by a licensed veterinarian and a tag evidencing such vaccination is affixed to the collar or harness as provided in section 18-228. For their safety, ear tipped cats who have been vaccinated against rabies are not required to wear the license tag on a collar and are exempted from this requirement.

Sec. 18-202. – Cats or dogs brought from other places. **(a)** Any person may bring or cause to be brought any cat or dog into the city from outside the city and, if such cat or dog is vaccinated under the laws from the place from which he is brought, such person may keep such cat or dog in the city for a period not exceeding 30 days without getting a rabies license for it under this division from a Louisiana licensed veterinarian. **(b)** Any cat or dog brought into Orleans Parish from outside the State of Louisiana must have a health certificate from a licensed veterinarian from the state from which they came, issued no more than 30 days prior to arrival in Louisiana, certifying that the animal is free from contagious diseases. Certification shall be file with the Agency within 10 days of arrival in the City of New Orleans.

- (1)** For dogs, this means the dog has been vaccinated for rabies, distemper, hepatitis, parvo virus, parainfluenza, and bordatella.

- (2)** For cats, this means the cat has been vaccinated for rabies, rhinotracheitis, calicivirus and pan leukopenia. Failure to comply with the provisions of this section shall result in a violation of no less than \$100 per animal.